

UCI School of Medicine: Completion of Course Requirements and Determination of Satisfactory Academic Progress for Financial Aid Purposes (Effective July 1, 2011)

First year students

Instruction in the first year includes the following courses: Anatomy/Embryology; Clinical Foundations I; Histology; Immunology; Medical Biochemistry and Molecular Biology; Medical Genetics; Neuroscience; and Physiology/ Pathophysiology. Satisfactory academic progress during the first year is established by successful completion of these courses. This may necessitate utilizing a summer session between the first and second year of instruction to complete one or more courses.

Second year students

Instruction in the second year includes the following courses: Clinical Pathology; General and Systemic Pathology; Medical Microbiology, Medical Pharmacology, and Clinical Foundations II. Satisfactory academic progress during the second year is established by successful completion of these courses.

Exceptions to the standard curriculum in the basic science years

Failure to successfully complete one or more first year courses precludes advancement to the second year. Similarly, failure to successfully complete one or more second year courses precludes advancement to the third year. Students who are in either of these categories will be subject to review by the Committee on Promotions and Honors (P&H) – who may, at their discretion, a) have the student repeat one or more courses, b) repeat an entire year, c) initiate academic disqualification proceedings.

Repetition of one or more basic science courses may necessitate the establishment of a modified or extended curriculum. Repetition of the first or second year will necessitate the establishment of a modified or extended curriculum. Academic progress will be considered satisfactory in these circumstances if the completion of all first and second year course requirements occur within a period that does not exceed three years.

Third year students

The third year curriculum consists of the following core clerkships: Clinical Foundations III; Ambulatory Medicine; Family Medicine; Inpatient Medicine; Neurology; Obstetrics and Gynecology; Pediatrics; Psychiatry; Radiology; and Surgery. Satisfactory academic progress is defined by successful completion of the required core clerkships. Students may petition to defer one core clerkship requirement to the fourth year with the exception of inpatient medicine and surgery.

Fourth year students

The fourth year is comprised of the following required core clerkships: Clinical Foundations IV; Emergency Medicine; Intensive Care Unit; and Senior Sub-internship. In addition, students are required to complete 24 weeks of electives as specified in the scheduling handbook. 20 of which must be completed in clinical disciplines.

Exceptions to the standard curriculum in the clinical science years

Failure to successfully complete one or more third or fourth year course requirements will result in the initiation of an academic review by the Committee on Promotions and Honors. The Committee may require a) repetition of one or more courses (clerkships), b) repetition of the entire third or fourth year curriculum, or c) initiation of academic disqualification proceedings. Should one or more courses or repeating a full year of course work result in extending the curriculum, the total duration of the extended third and fourth year course work may not exceed three years.

Unless enrolled in a dual degree program, under no circumstances should the combined first through fourth year course work exceed six years.

Leaves of Absence and Research Fellowships

A student may be granted a leave of absence for a variety of reasons. The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program.

The period of time for which a student is registered to pursue a full-time non-credit research fellowship shall be excluded from the maximum time frame in which an individual student will be expected to complete the program. (See policy on Leaves of Absence.)

Documentation of Academic Progress

The Office of Student Affairs and the Committee on Promotions and Honors review, at the conclusion of each academic year, the quantitative progress of each student in course completion. Students who have completed the academic year in good standing are recommended by the Committee on Promotions and Honors to the School of Medicine Faculty Executive Committee for promotion to the next course year.

The normal minimum period of enrollment at the UCI School of Medicine is four years or 14 quarters. For customary academic progress, the student will complete satisfactorily:

1. After three quarters – At least 889 clock hours of core courses.
2. After six quarters – The above plus at least 781 clock hours of core courses.

3. After 10 quarters – The above plus at least 1840 clock hours (50 weeks) of core courses, and will have passed the Clinical Practice Examination.
4. After 14 quarters – The above plus 1460 clock hours (36 weeks) and will have passed Step 1, Step 2CK, and Step 2CS of the USMLE.
5. Recommendation for graduation by the Committee on Promotions and Honors (students must complete all of the above requirements in order to be considered for graduation by P&H).

The Committee on Promotions and Honors may give approval for an individual student to repeat a portion or all of a school year (subsequent to incomplete or unsatisfactory course work or an approved leave of absence). The maximum time for enrollment is six years or 21 quarters, excluding time spent on an approved leave of absence. The required number of unit hours to be completed at the end of each enrollment period will vary in these cases, according to what portion of the curriculum must be repeated. Students approved to repeat course work are meeting the school's standards for satisfactory academic progress for purposes of financial aid eligibility.

It should also be noted that the specific curriculum requirements listed above are subject to periodic review and adjustments by the faculty of the School of Medicine.

Policy on Satisfactory Academic Progress and Financial Aid

Federal law and regulations require that all students receiving financial assistance from Federal Title IV funds maintain satisfactory academic progress according to qualitative (grade-based), quantitative (time-related) and maximum timeframe measures. All measures must be met for continued federal aid eligibility.

Final Program Integrity regulations were published on October 29, 2010 with clarification offered January 2011. In accordance with Program Integrity rule Subpart C, Sec. 668.34, subsection 8(i) Student Financial Aid (SFA) will evaluate SAP annually, place students on probation who are not meeting any one or more of the standard measures for assessment, and require students to fulfill the terms of a SAP contract to qualify for further title IV, HEA program funds.

The following policy presents the standards adopted by the University of California, Irvine School of Medicine. The policy applies to all students receiving financial aid.

Qualitative Measure Defined

The School of Medicine does not measure academic progress by means of a cumulative grade point average. The student is required to complete, with at least a passing grade, all the required courses in the curriculum in order to graduate. Financial Aid recipients must be in compliance with the minimum academic requirements at the conclusion of each academic year. The minimum requirements are as follows:

1. Effective June 1995, first and second year students must meet the academic requirements necessary to successfully pass course (s).
2. Effective June 1996, third year students must meet the academic performance necessary to successfully pass course (s). Prior to June 1996, students must meet the minimum 2.0 GPA requirement.
3. Effective June 1997, ALL students must meet the academic performance requirements necessary to pass course(s).

Quantitative Measure Defined (PACE)

The quantitative measure for all students can be summarized as the total number of clock hours successfully completed divided by the total number of clock hours actually attempted. When these measures are applied, federal regulations require that a student’s entire academic history be considered. This includes terms during which federal aid was not received by the student as well as all applicable transfer hours.

Financial aid recipients must satisfactorily complete at least 67% of all cumulative clock hours attempted.

Financial aid is suspended if the quantitative measurement is not met and the student will remain ineligible unless the student follows the steps in the appeal process and the appeal is approved, or the student corrects his or her deficiency on their own.

Full-time Status

The normal course load in the MD curriculum constitutes a full-time program. Students who receive financial aid are required to take at least the equivalent of 120 clock hours (3 weeks) per quarter.

Maximum Timeframe

A student may receive financial aid for a maximum of seven quarters of enrollment beyond the standard length of study as a full-time student to complete the program for which he/she is enrolled. Summer enrollment if required, is considered part of the academic year for purposes of this measure.

Program	Standard	Maximum
Doctor of Medicine	4 years	6 years
Doctor of Medicine/Master of Business Administration	5 years	7 years
Doctor of Medicine/Doctor of Philosophy	8 years	10 years
Program in Medical Education for the Latino Community	5 years	7 years

Students following an extended curriculum plan must have it approved by the Committee on Promotions and Honors (P&H).

A student failing to meet this standard will be suspended from financial aid eligibility.

Appeal Procedure for Suspension of Financial Aid

If a student fails to maintain satisfactory academic progress, he/she will be notified in writing that he/she is ineligible for financial aid beginning with the quarter immediately following the quarter the SAP requirements were not met.

Eligibility for continued financial aid will only be re-established if (a) the student subsequently meets the Satisfactory Academic Progress requirements, or (b) the student successfully appeals; at which point the student is placed on Financial Aid Probation.

Students placed on Probation are expected to be making SAP in the next quarter, or be successfully following an academic plan designed to ensure that the student will be able to make SAP by a specific point in time.

A student wishing to appeal must submit a letter to the Office of Financial Aid stating (1) his/her reasons for failing to meet the clock hours and/or requirements to successfully pass course(s), and (2) explain what has changed that will allow him/her to make SAP at the next evaluation. The assistance of the Associate Dean of Student Affairs may be sought in the preparation of appeals. A student may also be required to submit a degree check, course plan, or letter from the Associate Dean of Student Affairs. All relevant materials will be presented to the Committee on Promotions and Honors. If the Committee, after consideration of the appeal, determines that the student's appeal should be approved, its decision will be forwarded to the Director of Financial Aid and the student's aid will be reinstated. In the event the student appeal is denied by the Committee, the student will be given the right to a personal interview with the Committee. The Committee will forward the final decision to the Director of Financial Aid for implementation.

Each appeal will be considered on its own merit. Individual cases will not be considered as precedent.

After Financial Aid Probation, the student must be making SAP or successfully following an academic plan.

Reinstatement of Financial Aid

Periods of non-enrollment or paying for school at his/her own expense, does not automatically qualify a student to receive financial aid again in a subsequent term. Eligibility may be regained by eliminating all satisfactory progress deficiencies at the student's expense until all

requirements of this policy are met or by appealing his or her satisfactory academic progress status and the appeal is approved.

After termination of financial aid, a student will be considered for financial aid only when one of the following conditions has been met:

1. Sufficient clock hours have been completed and/or academic performance requirements to successfully pass course(s) have been satisfied.
2. It is established through the financial aid appeals process that the student encountered some type of extenuating circumstances during the period in question that hindered his/her academic performance (i.e., prolonged hospitalization, death in the family, etc.)

Enforcement

The Office of Student Affairs shall have primary responsibility for enforcing this policy. The Office of the Registrar and other offices that maintain student information relevant to enforcement shall provide information, when requested by the Associate Dean of Student Affairs.

Withdrawals

The entire academic history is reviewed to ensure reasonable progress toward graduation. Course withdrawals are not generally noted on a medical student's transcript and therefore are not included in the quantitative measurement of this policy.

Remedial Courses

Required remedial courses are only offered for the third year clerkships. A remedial course in which a student is enrolled will count towards the clock hour requirement of the financial aid policy on satisfactory academic progress.

Remedial coursework credits are included within this policy. Students may only take up to 320 clock hours (8 weeks) of remedial coursework. Remedial coursework is not considered in the qualitative measure. Remedial coursework is, however, included in the quantitative and maximum timeframe measures.

Repeated Courses

Federal student aid can be used to pay for the same course no more than two times.

All retake registration hours will be counted in the quantitative and maximum time frame measures.

Incomplete Courses

Clock hours for a grade of incomplete (I) will be counted towards satisfactory academic progress for the quarter during which the student took the course. If the student fails to meet the requirements for removing the "I" and the "I" becomes an "F", the clock hours for that course will be retroactively deleted from the student's satisfactory academic record.

Courses in Progress

Clock hours for courses in progress (designated by an "IP" on the student's record) will be counted toward satisfactory academic progress during the annual review of a course requiring more than one quarter for completion. Should the student fail to receive a passing grade, after the course has been completed, the clock hours for that course will be retroactively deleted from the student's satisfactory academic record.

Fee Payment

Beginning with matriculation in quarter one of the first year, students must be continuously enrolled and must pay University fees through the quarter of their graduation. The only exception is during a period when a student is on an approved leave of absence. Students should plan to register and pay their fees before the published deadline each quarter in order to avoid the payment of late fees and to ensure proper enrollment. It is the responsibility of each student to pay fees on time each quarter even when taking courses away in the senior year. Students will be pulled from their courses or clinical rotations (even courses away) and no credit will be given if fee payment is not completed in a timely manner.